

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Security Counselor II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides counseling and support to high risk and incarcerated youth and their families. Maintains facility safety through supervising youth and enforcing policies and procedures. Manages special programs, and performs other duties as required. Ensures public safety through the control and supervision of those residents in secure detention.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Provides counseling and support to youth by counseling residents and families, listening and responding to needs, acting as a role model, and instructing them on table manners and proper hygiene.
2	S	Maintains safety and security by supervising youth, monitoring security cameras, responding to violent situations, and implementing and enforcing policies and procedures.
3	S	Manages special programs by writing and developing and supervising events.
4	S	Performs other duties by documenting activities in a daily log, maintaining records, preparing reports for the courts, supervising the cleaning staff, training college students, doing laundry, testifying in court, and transporting residents to and from activities and counseling sessions.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	One year of experience as a security or child counselor.
Certifications and Other Requirements	Valid Driver's License, CPR Certification, Handle With Care Restraint Certification, First Aid Certification, Medication Certification
Reading	Work requires the ability to read policies, procedures, training manuals, memorandums, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, correspondence, and assessments.
Managerial	Managerial responsibilities include planning, establishing, and supervising both educational and recreational activities for entire juvenile population.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, children, and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervising residents, teaching, conducting activities
Sitting	O	Supervising, counseling, meetings, in control room, driving
Walking	F	Supervising residents, teaching, conducting activities
Lifting	O	Furniture, office supplies, clothes, equipment, during CPR
Carrying	O	Office supplies, clothes, equipment, case files
Pushing/Pulling	O	Laundry carts, trash cans, restraining techniques
Reaching	F	Filing, restraining techniques, radio control board
Handling	F	Restraining techniques, supplies
Fine Dexterity	F	Typing, writing, operating control board
Kneeling	O	"Handle with Care" therapeutic restraints / techniques
Crouching	O	"Handle with Care" therapeutic restraints / techniques
Crawling	N	
Bending	O	"Handle with Care" therapeutic restraints / techniques
Twisting	O	"Handle with Care" therapeutic restraints / techniques
Climbing	R	Stairs, ladders
Balancing	R	On stairs, ladders
Vision	C	Supervision of residents, reading, computer monitor, driving
Hearing	C	Supervision of residents, communicating with personnel and general public
Talking	F	Supervision of residents, communicating with personnel and general public
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, general office supplies, fax machine, copy machine, calculator, telephone, video cassette recorder, computer, printer, standard Microsoft Windows and Office software, hand cuffs

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	W	Dirt and Dust	W	Office Environment --
Chemical Hazards	M	Extreme Temperatures	S	Warehouse --
Electrical Hazards	W	Noise and Vibration	W	Shop --
Fire Hazards	S	Fumes and Odors	W	Vehicle --
Explosives	N	Wetness/Humidity	S	Outdoors --
Communicable Diseases	W	Darkness or Poor Lighting	M	Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)	N			

(1)

(2) Detention Facility

PROTECTIVE EQUIPMENT REQUIRED:

Rubber gloves, CPR face mask

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)